

TOWN OF

DARIEN, CONNECTICUT

EMERGENCY OPERATIONS PLAN

ANNEX "E"

EVACUATION (ALL HAZARD)

Approved By:

John W. Jordan, Director
Darien Emergency Management

Date

DARIEN “ALL HAZARD” EVACUATION ANNEX

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DARIEN “ALL HAZARD” EVACUATION ANNEX

I. **PURPOSE**

This Annex was developed to provide for the orderly and coordinated evacuation of town residents in the event of a natural, human caused or national security emergency/disaster.

II. **SITUATIONS AND ASSUMPTIONS**

Situation:

1. A local hazard analysis has identified a number of hazards significant enough to require the evacuation of a portion of the town’s population. The hazards include: power failure, flood/flash flood, winter storm, coastal storm, hurricane/tropical storm, air accident, rail accident, tornado, and in transit hazardous materials incident/accident. Thunderstorms, which might produce dangerous winds and tornadoes, might appear with little advance warning.
2. Any hazard related emergency might require evacuation of some or all town residents. The extent of any evacuation will be based on the extent of a given emergency.
3. There are three (3) classifications of emergencies with parallel evacuation requirements.
 - I **Limited Incident** - a natural or human caused disaster requiring the evacuation of one hundred or fewer town residents.
 - II. **Localized Disaster** - a natural or human caused disaster limited to one neighborhood or scattered neighborhoods where the effect on residents and property is not wide-spread with the necessity of evacuating only the effected neighborhoods.
 - III. **Major Disaster** - a natural or human caused disaster resulting in the general wide-spread destruction of property throughout the town with the concurrent need for a general evacuation.

Assumptions

1. The public will receive and understand official information (warnings) related to evacuation.
2. The public will act in its own interest and evacuate dangerous areas when there is sufficient warning of a threat. Between 5 and 20 percent of the people at risk will evacuate before being directed to do so.
3. Some people will refuse to evacuate, regardless of the threat.

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4. Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals.
5. Approximately 20 percent of the population at risk will require shelter in a mass care facility. Many evacuees will seek shelter with relatives, friends, or motels rather than use government provided mass care facilities.
6. Where available, military support (as approved by the Governor) will be available to support evacuation efforts.
7. For some seasonal hazards, such as hurricane, standard designated evacuation routes will be used to evacuate people.
8. Evacuation of people at risk for emergency situations that occur with little or no warning will be implemented on an *ad hoc* basis. The person responsible for implementing it would be the Incident Commander at the scene of the emergency, with support arranged through the EOC as necessary. Evacuation instructions will be based on known or assumed health risks associated with the hazard.

III. CONCEPT OF OPERATIONS

General:

1. The responsibility for ordering evacuation rests with Darien’s First Selectman, or anyone legally administering that office. In addition, the Fire Chief or senior fire officer on scene (IC) has statutory authority to order an evacuation.
2. The evacuation of “special needs” populations are specified in the facilities own emergency plans. These would include rest homes, day care centers, and public and private schools. The handicapped (hearing/sight/mentally/mobility impaired) should be monitored by the town Health and Medical Department, and the area Visiting Nurses Association. Prisoners in police holding cells will be the responsibility of the Darien Police Department. The EOC will notify local motels and hotels in the affected area. Hotel guests are assumed to have their own transportation. Residents and transients without transportation should call the telephone number released by the EOC for that purpose.
3. The town Public Information Officer is responsible for keeping the evacuees and the general population informed on evacuation activities. For more detailed information, see the Emergency Public Information Annex.
4. The Evacuation Coordinator will develop and maintain necessary options and appropriate evacuation routes to protect and move people away from the different types of hazards the town faces.

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5. The primary method of transport during an evacuation will be personal vehicles, supplemented by town and state vans and buses. Under certain circumstances town emergency vehicles (police cruisers, public works trucks, etc.) may be used.
6. The Evacuation Coordinator will identify assembly areas in all hazard areas for picking up people that do not have their own transportation.
7. The Evacuation Coordinator and the Police Department will develop an evacuation movement control procedure.
8. The Police Department is responsible for providing access control to the evacuation area(s). The Public Works Department will provide assistance in access control with vehicles and barricades.
9. The Police Department is responsible for the protection of property in the area(s) that have been evacuated.
10. The Evacuation Coordinator will develop a SOP to define the procedures that have been made for the return people to their homes.

Inter-Jurisdictional Relationships:

In an emergency of a local nature, the State Office of Emergency Management and communities with which mutual aid agreements exist will be alerted. The mutual aid agreements, verbal and written, will be utilized if at all feasible and necessary.

Mutual aid assistance from other communities, volunteer organizations, private agencies, and the State and/or Federal governments will be requested by the First Selectman, and arranged and coordinated by the Evacuation Coordinator and Emergency Management Director.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Specific to evacuation and in addition to assignment in basic EOP.

First Selectman

1. Requires the Evacuation Coordinator to report to the EOC when notified of an emergency situation.
2. Issues a statement on the town’s policy on people that do not comply with evacuation instructions. The statement addresses the consequences for not evacuating and the services (food, medical, utilities, sanitation, etc.) that will be discontinued or interrupted in the evacuation area.

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3. Issues evacuation instructions or an evacuation order when appropriate.

Evacuation Coordinator

1. Upon arrival at the EOC; reviews known information about the emergency situation and make recommendations to the Emergency Manager on the appropriate evacuation options to implement.
2. Determines any scene(s) where IC(s) may have already evacuated. If so, identifies perimeters
3. Identifies assembly areas for picking up people that do not have their own transportation.
4. Identifies evacuation routes.
 - Estimates the traffic capacity of each designated evacuation route.
 - Selects evacuation routes from risk area to designated mass care facility.
 - Examines access to evacuation from each part of the risk area.
 - Prepares the evacuation movement control plan.
 - Coordinates with law enforcement officials.
5. Assists, as appropriate, the Animal Care and Control Agency’s efforts to evacuate animals at risk during catastrophic emergency situations.

Emergency Management Director

1. Makes recommendations to the First Selectman on the appropriate evacuation option to implement.
2. Ensures that functional coordinators are clear on location of mass care facilities outside of the risk area that will be used to house evacuees.
3. Coordinates with and assists the Animal Care and Control Agency staff to identify facilities that may be used to house evacuated animals.

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Police Department

1. Provides traffic control during evacuation operations. Operational considerations include:
 - Route assignment departure scheduling.
 - Road capacity expansion.
 - Entry control for outbound routes.
 - Perimeter control on inbound routes.
 - Traffic flow, including dealing with breakdowns.
 - Establishment of rest areas.
2. Secures, protects, and houses those prisoners that must be evacuated.
3. Assists in the evacuation of the risk area, as necessary.
4. Protects property in the evacuated area.
5. Limits access to the evacuated area.
6. Coordinates with the Evacuation Coordinator.

Public Works Department

1. Verifies the structural safety of routes (roads, bridges, railways, waterways, etc.) that will be used to evacuate people.

Public Information Officer (PIO)

1. Disseminates the following types of instructional materials and information to evacuees.
 - Identification of the specific area(s) to be evacuated.
 - List of items that evacuees should take with them (such as food, water, medicines, portable radio, fresh batteries, clothing, sleeping bags).
 - Departure times.

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- Pickup points for people requiring transportation assistance.
 - Evacuation routes. (Give easy to understand instructions using major roads, streets, highways, rivers, etc.).
 - Location of mass care facilities outside of the evacuation area.
2. Keeps evacuees and the general public informed on evacuation activities and the specific actions they should take.
 3. Disseminates information on appropriate actions to protect and care for companion and farm animals that are to be evacuated or left behind.

Mass Care Coordinator

1. Activates staff and opens mass care facilities outside the evacuation area when directed to do so by the appropriate authority.

Health and Medical Coordinator

1. Ensures patient population is reduced in nursing homes, and other health care facilities, if evacuation becomes necessary.
2. Ensures transport and medical care are provided for the patients being evacuated.
3. Ensures continued medical care is provided for patients who cannot be moved when nursing homes, and other health care facilities are evacuated.

Superintendent of Schools

1. Evacuates students from school buildings when the situation warrants or when directed to do so by appropriate authority.
2. Closes school facilities and releases students from school when directed to do so by appropriate authority.
3. Coordinates, where appropriate, the use of school buses/drivers to support the overall evacuation effort.

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Animal Care and Control Agency

1. Based on information from the Evacuation Coordinator on the high-hazard areas in the town, makes an initial estimate of the numbers and types of animals that may need to be evacuated.
2. Coordinates with the Evacuation Coordinator to arrange travel routes and schedules the timing for evacuation of farm animals, animals in kennels, pet stores, animal shelters, etc. and wildlife (as appropriate) from the risk area.
3. As appropriate, mobilizes transportation vehicles (stock trailers, trucks equipped with animal cages, etc.) that may be used to evacuate the animals.
4. Implements evacuation by sending evacuation team(s) to load and transport the animals being evacuated.
5. As appropriate, dispatches search and rescue teams to look for animals left behind by their owners, stray animals, and others needing transport to a safe location.

All Tasked Organizations

1. Make provisions to protect and secure facilities and equipment not taken out of the area to be evacuated.
2. Identify and make provisions to relocate organizational equipment and supplies that will be moved from the evacuation area.

V. ADMINISTRATION AND LOGISTICS

Administration:

The town is responsible for all people and property within town boundaries to the limit of town resources.

1. The Evacuation Coordinator is responsible for maintaining complete records and reports associated with tracking the status of evacuation events.
 - Evacuations notices.
 - The number evacuated.
 - The number of evacuees in mass care centers (in conjunction with the Mass Care Coordinator).

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2. The Evacuation Coordinator is responsible for maintaining up-to-date evacuation route maps that depict designated primary and alternate evacuation routes.

Logistics:

1. The Evacuation Coordinator will make provisions to move from the area being evacuated those essential supplies and equipment items that are needed to sustain operations and to meet the needs of evacuees. Typical items include:
 - Food.
 - Water and water trailers.
 - Medical supplies.
 - Food, carriers, leashes, etc. for animals.
 - Sanitation devices.
 - Portable generators and lighting devices.
 - Gas and diesel fuel.
 - Public Works equipment and vehicles such as bulldozers, graders, dump trucks, snowplows, etc.
 - Police and fire fighting vehicles, etc.
2. Mutual aid agreements with neighboring jurisdictions that address the support (law enforcement personnel, vehicles to transport evacuees, mass care staff and facilities to shelter evacuees, etc.) to be provided by the town to facilitate evacuation operations.
3. Support may be requested from various private and volunteer organizations. These organizations will assist in the manner best suited their respective capabilities.

VI. PLAN DEVELOPMENT AND MAINTENANCE

This Annex shall be reviewed and updated by the Evacuation Coordinator as changes occur throughout the year. All changes in the Annex, its Attachments, Standard Operating Procedures and other necessary implementing documents shall be forwarded to the Emergency Management Director as they occur. At a minimum this Annex will be reviewed and updated every four (4) years. The Emergency Management Director shall decide whether or not an updated portion should be reproduced and sent to all holders prior to the completion of the four-year review cycle.

VII. AUTHORITY AND REFERENCES

Authority for this Annex is contained in the Darien Emergency Operations Plan; Title 28, Chapter 517 of the General Statutes of Connecticut as amended, FEMA’s Guide for All-Hazard Emergency Operations Planning (SLG 101), and such Executive Orders, Charter Provisions, Town Ordinances or Special Acts as may be applicable.

This Annex will become effective upon the approval of the Emergency Management Director. When approved, this Annex will supersede any and all previously written and approved Evacuation Annexes.

LIMITED INCIDENT

I. PURPOSE

Describe the procedures and responsibilities relating to a limited evacuation.

II. SITUATION

A natural or human caused disaster effecting one hundred or fewer town residents necessitating the evacuation of the immediate area.

III. ASSUMPTIONS

A limited incident would require an evacuation of short duration.

The senior emergency responder at the scene of the incident must decide if evacuation is warranted.

IV. PARTICIPATION

A. Town of Darien

1. First Selectman’s Office
2. Fire Departments
3. Police Department
4. Public Works Department
5. Emergency Management

B. Private Agencies - Utilities - Red Cross

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V. CONCEPT OF OPERATIONS

- A. The senior emergency responder orders the evacuation of the immediate area.
- B. The immediate area is secured by
 - 1. Police
 - 2. Fire Personnel
 - 3. Public Works
 - 4. A combination of the above
- C. As required the senior emergency responder may request:
 - 1. Transportation for evacuees
 - 2. Shelter for evacuees
- D. Transportation and shelter needs will be coordinated through the Fire Department or Evacuation Coordinator, whichever is on the scene.
- E. The First Selectman's Office will be kept informed of the status of the operation by the senior emergency responder at the scene, or the Evacuation Coordinator.
- F. The senior emergency responder along with any specialist at the scene will determine when it is safe to re-enter the evacuated area.

LOCALIZED DISASTER

I. PURPOSE

To provide guidance for the evacuation of a limited number of town residents due to a natural or human caused disaster.

II. SITUATION

A natural or human caused disaster occurs limited to one neighborhood or scattered neighborhoods where the effect on residents and property is not widespread necessitating the evacuation of only the effected areas.

III. PARTICIPATION

A. Town of Darien

1. First Selectman’s Office
2. Emergency Management
3. Education Department
4. Police Department
5. Fire Departments
6. Public Works Department
7. Other town departments as required

IV. EXECUTION

Execution of this Appendix is effective upon order of the First Selectman or his designee.

Evacuation will not require, as a prerequisite, the declaration of an emergency.

V. DIRECTION AND CONTROL

The Evacuation Coordinator or Emergency Management Director will coordinate the activities of various town departments relative to the evacuation.

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VI. MISSION ASSIGNMENTS

A. Emergency Management Director

1. Act as a liaison for all town agencies.
2. Coordinate transportation required for evacuation.
3. Activate Mass Care Annex as required.

B. Police Chief

1. Assist in alert and warning.
2. Access control to evacuated area.

C. Fire Chiefs

1. Alert and warning.
2. Rescue as required.
3. Assist in access control.

D. Education Department

1. Evacuate students, staff, and faculty as required by the emergency situation.
2. Support evacuation as required.

E. Public Works

1. Support access control.
2. Provide transportation support.

VII. CONCEPT OF OPERATIONS

- A. As time permits, the emergency management team will advise the First Selectman whether or not to order evacuation of the threatened area.

- B. The First Selectman will order the evacuation of the threatened area.

If time constraints exist, the senior emergency responder at the scene of the emergency will initiate the evacuation

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- C. The Evacuation Coordinator will be informed of the decision to evacuate.
 - 1. Based on the decision to evacuate will arrange required transportation.
 - 2. Activate Mass Care Annex.
 - 3. Keep the First Selectman’s Office informed of the status of operations.
 - D. The First Selectman’s Office will prepare and release official instructions and media releases.
 - E. Police and Fire Departments will disseminate alert and warning to evacuate.
 - 1. Police will secure evacuated area.
 - 2. Public Works and Fire Departments will support police in access control as required.
 - F. Evacuation will remain in effect until the First Selectman declares the end of the emergency.
- Emergency Management personnel will advise the First Selectman when it is safe to return to the evacuated area.

MAJOR DISASTER

I. PURPOSE

To provide guidance in the event of a major disaster necessitates evacuation of town residents.

II. SITUATION

A natural or human caused disaster causes general widespread destruction of property throughout the town with the concurrent loss of large numbers of housing units or renders large sections of the town uninhabitable.

III. ASSUMPTIONS

A large-scale evacuation within the town will require the coordinated efforts of all town departments.

IV. PARTICIPATION

A. Town of Darien

1. First Selectman's Office
2. Emergency Management (Evacuation Coordinator)
3. Education Department
4. Police Department
5. Emergency Medical Service
6. Fire Departments
7. Public Works Department
8. Human Services Department
9. Health and Medical Department

B. Private Agencies

1. Hospitals, Nursing Homes and Convalescent Homes
2. Utilities

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V. EXECUTION

Declaration of a State of Emergency by the First Selectman.

VI. MISSION ASSIGNMENTS

A. Town of Darien

1. The First Selectman’s Office: will provide the public with timely and authoritative information on the status of the evacuation.
2. The Superintendent of Schools: will evacuate students, faculty and staff as required and notify the First Selectman’s Office of such action through the Emergency Management Director.
3. The Emergency Management Director:
 - a. Will act as liaison for all town departments.
 - b. Activate Mass Care Annex as required.
4. The Police Chief:
 - a. Alert and warn the public to evacuate.
 - b. Secure the evacuated area.
 - c. Provide security for vital facilities.
5. The Fire Chiefs:
 - a. Alert and warning to the public to evacuate.
 - b. Assist police in access control.
6. The Superintend of Public Works:
 - a. Maintain vital facilities.
 - b. Assist police in access control.
 - c. Provide transportation support.

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B. Private Agencies:

1. Hospitals, Nursing Homes and Convalescent Homes

- a. Evacuate all patients that can be evacuated.
- b. Provide those patients that cannot be evacuated with optimum care and protection.

2. Utilities:

- a. Curtail service to evacuated area.
- b. Maintain service to vital facilities.